

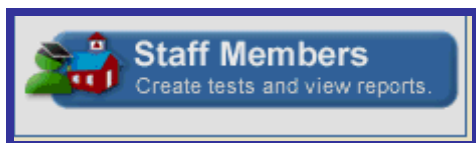


ACHIEVEMENT SERIES

Create a District Test Draft: Normal Option

Section 1: Login into Achievement Series

1. Open an Internet browser, such as Windows Explorer.
2. Go to <http://www.achievementseries.com/>
3. Click the **Staff Members** button.



4. Enter your **Site ID**, **Staff ID** and **Password**.

Then click **Login**.

Site ID:

Staff ID:

Password:

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Section 2: Create the Test: Normal Option

Normal test creation involves manually selecting items from available Item Banks. Prior to setting up a test, determine if any Extended Response items are included on the test and if so, the test must be setup for *Plain Paper Scanner Forms* only. Extended Response items are not support for online testing or for Scantron OMR's.

1. At the Achievement Series Home Page, select **Tests**.
2. In the Test Drafts section, click **Create**.
3. Select the **Normal** test option.

Select a Test Draft Creation Option	
► Normal	Use this option to manually create test content.
► Quick Pick	Use this option to have the system automatically create test content based on the item banks and/or standards you specify.
► Answer Key	Use this option to create an answer key test with no content. This is useful if you already have a paper-based multiple choice or true/false test and want to scan student responses into Achievement Series.

4. Create the Test Draft: Step 1 of 3

A. Enter a **Test Name**. *Example:* Math 4 Benchmark 1 2005

B. (Optional) Enter a **Test Description**.

Properties	
Test Name	Math 4 Benchmark 2 *
Test Description	Standards for Quarter 1

C. Setup options for Online Tests: **Practice Test** and/or **Timed Test**. *

- Practice Tests provide Correct Answers, Hints & Explanations in real time.
- Timed Tests can be setup based on specific hours and/or minutes.

Practice Test	<input type="checkbox"/> Deploy this test as a practice test.
Timed	<input checked="" type="radio"/> Test is not Timed <input type="radio"/> Test Duration is <input type="text" value="0"/> hour(s) and <input type="text" value="00"/> minutes.

*Not applicable to tests containing Extended Response items

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D. Setup the **Test Retake** option.

If you allow the test to be retaken, you must also establish the number of re-takes permitted, up to unlimited times. Inform Students that if they retake the test, the most recent test results will *overwrite* the *prior* results recorded.

E. Select **Delivery Method(s)**.

Choose Scanner Forms and/or Web Testing as the test delivery method(s).

IMPORTANT: If the test will contain Extended Response (ER) items, it must be setup as a Scanner Forms test. Web Testing is not supported for ER items.

F. (Optional) Enter an **Authorized Grade Range**.

This option restricts the test to students enrolled in the grades specified.

Note: If necessary, a Student's record can be modified by a Location Controller to permit him/her to take tests created for any grade.

G. (Optional) Select a **Subject Area**.

This search option facilitates locating tests tagged with a specific *Subject*.

H. (Optional) Setup **Keyword(s)** for the Test Draft.

This search option facilitates locating tests tagged with specific *Keywords*.

I. Click **Next** to advance to Step 2.

Allow Retake	<input checked="" type="radio"/> Students may only take this test once within the scheduled testing window. <input type="radio"/> Students may take this test up to <input type="text" value="2"/> times within the scheduled testing window.
Delivery Methods	<input checked="" type="checkbox"/> Scanner Forms <input checked="" type="checkbox"/> Web Testing <small>* Please select at least one delivery method.</small>
Authorized Grade Range	<input type="text" value="4"/> to <input type="text" value="4"/>
Subject Area	<input type="text" value="Mathematics"/>
Keywords	<input type="text" value="B2"/>

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5. **Create the Test Draft: Step 2 of 3**

Important: Read the following information before proceeding.

If the test is being setup for Scanner Forms delivery *only*, a requirement when the test includes Extended Response items, then only Test Title, Test Instructions and Proctor Instructions will appear in Step 2 of 3.

If the test is being setup with Web Testing as a delivery method, then in addition to Test Title, Test Instructions and Proctor Instructions the following online options will be available in Step 2 of 3: Online Testing Options & Client Options.

A. **Test Title and Test Instructions.**

- If Scanner Forms is the delivery method, Test Title and Test Instructions will print on the Student Test Forms.
- If the delivery method is Web Testing, then Test Title and Test Instructions appear on the computer when the Student logs in to take the online test.

Note: Consider the delivery method (s) when setting up the Test Instructions.

Student Display	
Test Title	Math 4 Benchmark 2
Test Instruction	Read each item carefully before answering.

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B. Setup **Online Testing Options** for the Web-based test.

Navigation – *Forward & Backward* or *Forward Only*

Results Display – Setup options for *Display Scores & Review Questions*

Test Pause – Setup *Disallow Pause* or *Allow Pause and Continue*.

Technical Restarts – Applies only if a Test Pause is permitted.

Online Testing Options	
Navigation	<input checked="" type="radio"/> Students may answer and review questions using both the forward and back buttons. <input type="radio"/> Students may only move forward in the test. Students may not review questions that they have already answered.
Results Display	<input type="checkbox"/> Show test score to student immediately following test. <input checked="" type="checkbox"/> Allow student to review <input type="text" value="all"/> questions at the end of the test. <input type="checkbox"/> Redirect students to this website at the end of the test (not available on Mac or standalone clients). <input type="text" value=""/> Try Link Example: http://www.mysite.com
Test Pause	<input checked="" type="radio"/> Disallow students or staff from pausing test. <input type="radio"/> Allow students to pause test and continue later but, must be started and finished within <input type="text" value="10"/> minutes. <input type="radio"/> Allow students to pause test and continue later but, must be started and finished within <input type="text" value="14"/> days.
Technical Restarts	<input type="checkbox"/> A test which is paused must be restarted within <input type="text" value="10"/> minutes or the test is locked with a security violation.

C. (Optional) Setup **Client Options** if the test will be administered online.

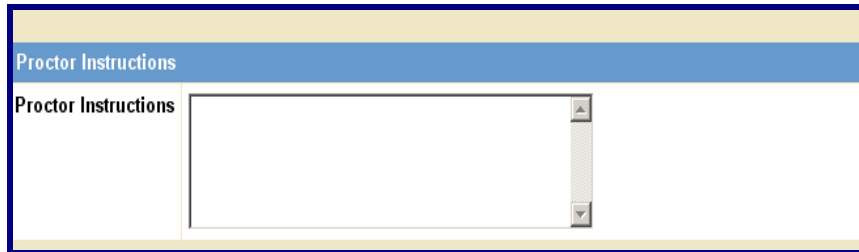
Client Options apply only for online testing. Do not modify the default client settings for Resolution, Color Depth and Formatting unless you are advised to do so after contacting Scantron Technical Support.

Client Options	
Minimum Resolution	<input type="text" value="Allow All Resolutions"/>
Minimum Color Depth	<input type="text" value="Allow All Color Depths"/>
Minimum Formatting	<input type="text" value="Rich Text: Formatted Text with Images"/>

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D. (Optional) Enter **Proctor Instructions**.

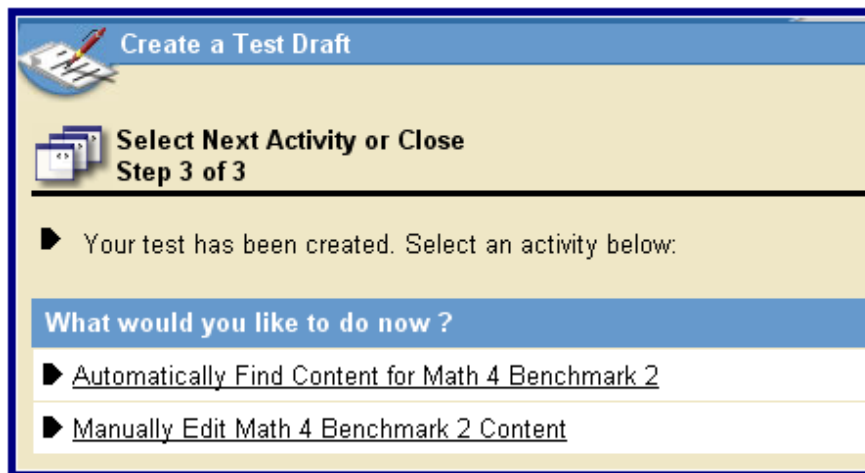
Proctor Instructions, when added, appear on the Test Details Report.

A screenshot of a web interface showing a text input field for "Proctor Instructions". The field is empty and has a vertical scrollbar on the right side. The label "Proctor Instructions" is visible on the left side of the input area.

E. When you have finished with the screen, click **Save** to continue.

6. **Create the Test Draft: Step 3 of 3**

Select **Automatically Find Content** to pull items from Item Banks.

A screenshot of a web interface titled "Create a Test Draft". It shows "Step 3 of 3" with the instruction "Select Next Activity or Close". Below this, it says "Your test has been created. Select an activity below:". There are two options listed under the heading "What would you like to do now ?": "Automatically Find Content for Math 4 Benchmark 2" and "Manually Edit Math 4 Benchmark 2 Content".

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Section 3: Find Items - Search based on specific Standards

Please read before continuing.

If you do *not* want to restrict the search for items based on specific Standards, then skip this section and go directly to Section 4 to find items based on other search criteria.

If you are searching Skills Connection Item Banks, you may want to follow these steps.

To search for items attached to specific Standards in your Item Banks, complete this section.

1. Click **Select Standards**.

2. Click **Add Standards**.
3. At the Add/Remove Standards screen, setup the Standards search criteria:
 - a. Select the **Standards Document**.
 - b. (Optional) Enter **Keywords** to further refine the search for *Standards*.
Keywords must represent exact text from the Standards document.
 - c. Click **Search**.

4. Select desired Standards from the list and then click **OK**.

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5. Review the Standards. If you are satisfied with the selection, click **Close**.

Additional Options:

- Select **Add Standards** to search for more skills.
- Click **Remove** to delete a skill.

Standard	Remove
1997 Chapter 111. Texas Essential Knowledge and Skills for Mathematics (TEKS) : (5.3) Number, operation, and quantitative reasoning. The student adds, subtracts, multiplies, and divides to solve meaningful problems. : (E) model and record addition and subtraction of fractions with like denominators in problem-solving situations	Remove

6. At the next screen, do a final review of the standards and then click **Next**.

Standard	Remove
1997 Chapter 111. Texas Essential Knowledge and Skills for Mathematics (TEKS) : (5.3) Number, operation, and quantitative reasoning. The student adds, subtracts, multiplies, and divides to solve meaningful problems. : (E) model and record addition and subtraction of fractions with like denominators in problem-solving situations	Remove

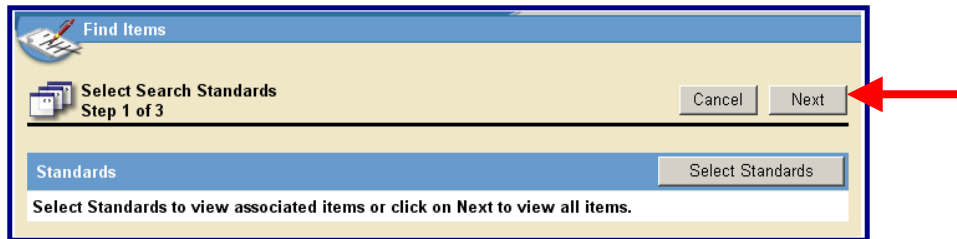
7. Proceed to Section 4 on page 8 to setup additional item search criteria.

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Section 4: Find Items – *Do not Search for Items based on Standards*

1. Step 1 of 3: Find Items

Click **Next** to begin the search for test items..



Find Items

Select Search Standards
Step 1 of 3

Standards

Select Standards

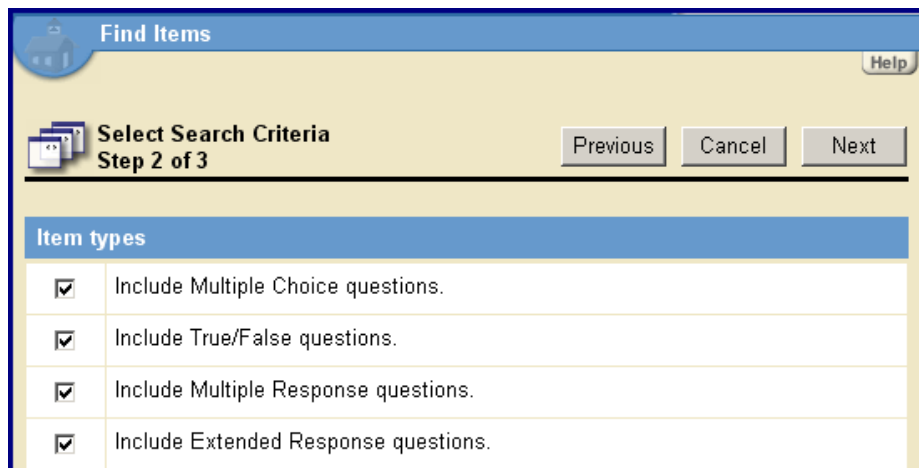
Select Standards to view associated items or click on Next to view all items.

Cancel Next

2. Step 2 of 3: Find Items

A. Select Item Types.

NOTE: Extended Response items are only available for Scanner Forms.



Find Items

Select Search Criteria
Step 2 of 3

Previous Cancel Next

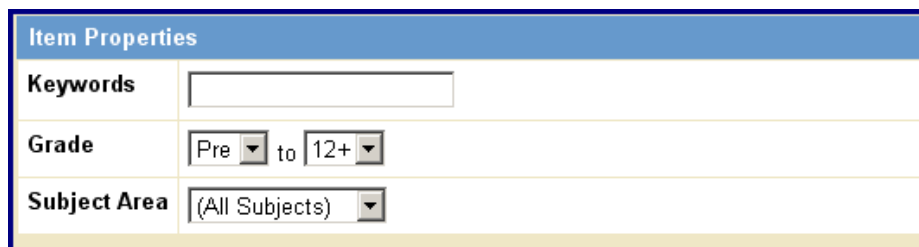
Help

Item types	
<input checked="" type="checkbox"/>	Include Multiple Choice questions.
<input checked="" type="checkbox"/>	Include True/False questions.
<input checked="" type="checkbox"/>	Include Multiple Response questions.
<input checked="" type="checkbox"/>	Include Extended Response questions.

B. Optional: Enter **Item Properties** that were setup during item creation.

SPECIAL NOTE to Skills Connection Item Bank Users:

Enter a grade range that is 2 grades lower and 2 higher the grade being tested.



Item Properties

Keywords

Grade Pre to 12+

Subject Area (All Subjects)

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C. Select the Item Banks containing the items and click **Next**.

Select	Item Bank ▲	Location
<input type="checkbox"/>	Fun Items 01/05	Scantron School District #760
<input checked="" type="checkbox"/>	Language Arts 8 - GA	Scantron School District #760
<input checked="" type="checkbox"/>	Reading Passages	Scantron School District #760
<input type="checkbox"/>	Scantron T&A Products_ 01/05	Scantron School District #760

D. Check the boxes next to desired item and then click **Save**.

Review Content and Select Output Options
Step 3 of 3

[Previous](#)
[Cancel](#)
[Save](#)

Items based on previous search criteria

[Export XLS](#)
[Toggle all checkboxes on this page](#) Count: 19

Select	Item	Item Bank	Subject	Grade	Preview
<input checked="" type="checkbox"/>	01_LAB_LE - 01_LAB_LE_LE8.5_B1_Plural Nouns	Language Arts 8 - GA	Language Arts	8	Preview
<input checked="" type="checkbox"/>	02_LAB_LE - 02_LAB_LE_LE8.5_B1_Plural Nouns	Language Arts 8 - GA	Language Arts	8	Preview
<input checked="" type="checkbox"/>	03_LAB_LE - 03_LAB_LE_LE8.8_B2_Possessive Nouns	Language Arts 8 - GA	Language Arts	8	Preview

3. Step 3 of 3: Select Next Activity or Close

Click **Close** to exit and view your Test Draft. .

Additional Options:

- Select **Automatically Find Content** to add more items.
- Click **Manually Edit Content** to add test items that are not in Item Banks.
Items that are setup manually are 'floating items' - unique only to this test.

Select Next Activity or Close
Step 3 of 3

[Close](#)

▶ Your test has been created. Select an activity below:

What would you like to do now ?

▶ [Automatically Find Content for Math 4 Benchmark 2](#)

▶ [Manually Edit Math 4 Benchmark 2 Content](#)

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Section 5: Review the Test Draft

1. At the Home Page, select **Tests**.
2. **List** the Test Drafts.
3. Locate the Test Draft and click its name to open it.
4. On the **Content** tab, review the Test Draft items.

Note: Extended Response items will have a “lock” symbol next to each to indicate they will not scramble if multiple versions of a test are created.

5. Verify that a **Standard(s)** is attached to each item, if applicable.

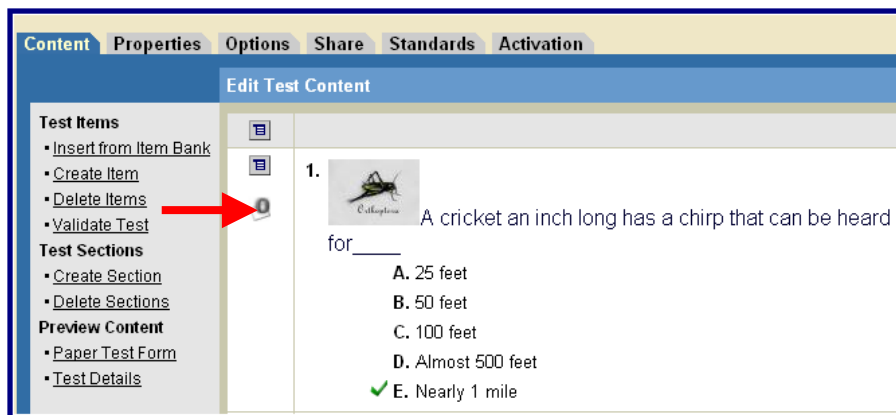
Q: How will I know if a Standard is attached to an item?

A: To the left of an item with *no* Standard attached is an “open circle” symbol.

If the item *has* a Standard(s) attached, the symbol is a Green Checkmark.

If an item has no Standard(s) attached, you can attach the Standard within the Draft; however, the Standard will not simultaneously attach to the ‘mother’ item in the Item Bank. *It is highly recommended that you attach Standards to items within the Item Bank only for a permanent association.*

If you decide to attach a Standard to the item in the Test Draft only, then click the “open circle” symbol and attach appropriate Standard(s).

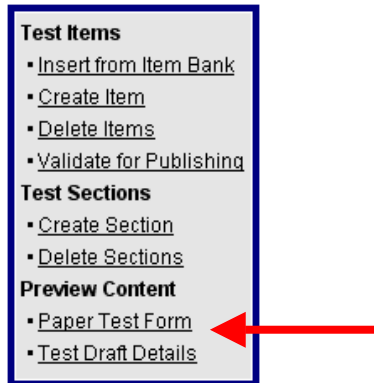


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6. Click **Paper Test Form** to print the Test Draft.

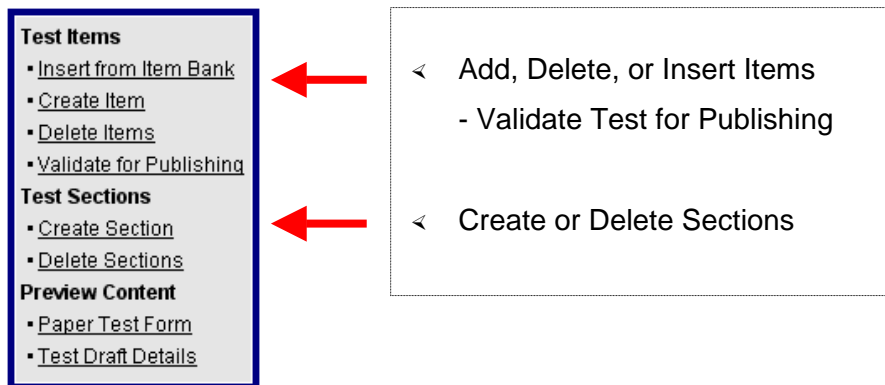
Click **Test Draft Details** to view comprehensive Test Draft information.

Tip! It is recommended that a staff member take the test prior to administering it to the students as a final proofing measure.



7. (Optional) Modify the Test Draft if necessary.

For instructions on inserting Test Sections, go to Section 6.



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Section 6: Create a Test Section

Sections are created to isolate items from others on the test. Items in different sections of a test will not intermix when the test is scrambled to create multiple versions. Also you can elect not to randomize items in a section and/or to start a section on the next page.

1. When the Test Draft opens, click **Create Section** on the **Content** tab.
2. Enter the **Test Section Name**.
3. (Optional) Enter **Section Instructions** to display on the test.
4. (Optional) Select **Page Break** to begin the section on a new page.
5. (Optional) Select **Disallow item randomization** in the section.
6. Click **OK** when finished.

Test Section Properties	
Test Section Name	Antique Bowl
Instructions	Read the story called The Antique Bowl. Answer the questions following the story.
Page Break	<input checked="" type="checkbox"/> This section should begin on a new page.
Randomize	<input type="checkbox"/> Disallow item randomization in this section.

7. After setting up the Section, you are returned to the Test Draft Content page. The Test Section created will be located the end of the Test Draft.

Add items to the Section by selecting **Insert from Item Bank**.

8. Edit a Section by clicking the 'gray edit box' to the left of the section.

Tip! Sections can be strategically positioned throughout the test as needed by hovering over the 'gray edit box' and selecting the desired setup option.